



Position Description

Position Title:	Senior Budget and Cash Reporting Officer	Classification Level:	6
Position Number:	33858	Reports to:	Manager Internal Budget, L7
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Financial Services / Budget	Location:	Perth Metropolitan Area

Our Values

Empathy
 We listen and understand all perspectives and are fair, authentic and compassionate

Clarity
 We are clear on our purpose and role, and how we develop, inspire and improve

Accountability
 We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect
 We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Senior Budget and Cash Reporting Officer contributes to the development and implementation of the budget and cash management framework, ensuring forward planning and the communication of key requirements to business areas. The role provides significant financial analysis and specialist advice to business areas in relation to budgeting, resource allocation and cash management, and monitors and reports on financial and operational performance and cash inflows and outflows.

Responsibilities

- Contribute to the coordination of the annual budget cycle and funding submissions and have a major input to the preparation of the annual budget statements for the Department.
- Contribute to the coordination the Department's management reporting requirements for budgeting purposes, including the mid-year review.
- Prepare monthly management reports and cash forecasts.
- Monitoring cash inflows and outflows on a weekly basis to verify outcomes are in line with forecasts.
- Prepare, maintain and update the Cash Disbursement Module in the Strategic Information Management System (SIMS), ensuring data integrity and compliance with Department of Treasury and Finance requirements.
- Maintain the funding register and track associated funding receipts, ensuring accurate reporting of approved funding decisions, drawdowns, and receivables as well as alignment with SIMS and internal budgets.
- Provide advice on management accounting and costing matters and undertake complex analysis to help develop financial strategies for business units.
- Contribute to the management of the cost allocation model for the Department.



- Contribute to the management of cash, including the management of risk.
- Collate, analyse and report on key performance indicators for budget management.
- Drive planning and process documentation for the budget process for inclusion in the Department's Financial Management Manual.
- Set timeline for all budget management activities and monitor achievements.
- Support system testing and data validation activities to ensure accuracy, integrity and reliability of budgeting and reporting systems.
- Responsible for the quality control of management accounting information and improvement of processes to ensure accuracy.
- Develop tools to assist budget formulation and forecasting information to ensure efficiency and effectiveness.
- Communicate budget timelines and requirements with business units.
- Partner with Department staff who manage program expenditure and forecasting to understand the changing needs in cash inflows and outflows.
- Work collaboratively with business units to ensure quality and timely data for reports.
- Work proactively with team members to develop capacity and ensure consistent quality of outputs.
- Work collaboratively with the Department of Treasury and Finance to support effective collaboration and high-quality outcomes.
- Contribute expertise and ideas to improvement initiatives.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Substantial management accounting, budgeting and cash management experience within a complex organisation, and sound knowledge of the statutory financial management framework.
- Proven ability to develop financial management strategies and undertake high level financial analysis, with skills in using financial systems and reporting tools.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Tertiary qualifications in accounting or related area and eligibility for membership of a relevant professional accounting body.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.



- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: K. Kent, A/Assistant Director Workforce Services, December 2025.

Classification Evaluation Date: December 2025.